



Appendix B

Forms

Contents

Introduction	page B-1-1
APHIS Form 7060, Official Warning, Violation of Federal Regulations	page B-1-2
Purpose of APHIS Form 7060	page B-1-3
Instructions to Complete APHIS Form 7060	page B-1-3
Distribution of APHIS Form 7060	page B-1-4
PPQ Form 519, Compliance Agreement	page B-1-5
Purpose of PPQ Form 519	page B-1-6
Instructions to Complete PPQ Form 519	page B-1-6
Distribution of PPQ Form 519	page B-1-8
PPQ Form 553, Conifer Solid Wood Packing Material to the People's Republic of China	page B-1-9
Purpose of PPQ Form 553	page B-1-10
Exporter Instructions to Partially Complete PPQ Form 553	page B-1-10
Distribution of PPQ Form 553	page B-1-12
Maintenance of PPQ Form 553	page B-1-12
PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export	page B-1-13
Purpose of PPQ Form 572	page B-1-14
Exporter Instructions to Complete PPQ Form 572	page B-1-14
ACO Instructions to Complete PPQ Form 572	page B-1-14
Distribution of PPQ Form 572	page B-1-15
PPQ Form 580, ACO Identification Card	page B-1-16
Purpose of PPQ Form 580	page B-1-16
Instructions to Complete PPQ Form 580	page B-1-16
Distribution of PPQ Form 580	page B-1-17
Maintenance of PPQ Form 580	page B-1-17

Introduction

This appendix includes official forms that are used as part of the phytosanitary export certification process that Authorized Certification Officials (ACOs) or exporters may complete (wholly or partially), sign, and distribute. In the interest of legibility, the forms in this appendix have been typed; however, most forms may be completed by legibly hand printing in ink.



These forms are supplemental to the Federal plant export certificates that ACOs issue for certifiable plants and plant products offered for export.

Directions for completing, endorsing, distributing, and maintaining Federal plant export certificates are located under *Procedures*, [Export Certificates](#) on [page 2-5-1](#).

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE		CASE NO.
 <p>OFFICIAL WARNING VIOLATION OF FEDERAL REGULATIONS</p>		VIIOLATOR
		ADDRESS (<i>Street, City, State, Zip Code</i>)
The Department of Agriculture has evidence that on or about _____, 19__ you or your organization committed the following violation of Federal Regulations:		
Titles 7 & 9 Code of Federal Regulations were promulgated to help prevent the spread of animal and plant pests and diseases and assure the humane treatment of animals. Since the violations of the regulations can have serious and costly impact detrimental to the public interest, you are warned of this violation. Any further violation of these regulations may result in the assessment of a civil penalty or criminal prosecution. If you have any questions concerning this warning or violation, please contact the listed APHIS official.		
APHIS OFFICIAL (<i>Name, Title</i>)		OFFICE ADDRESS:
SIGNATURE	DATE ISSUED	TELEPHONE NO. AC ()
FOR PERSONAL SERVICE - RECEIVED BY: (<i>Name and signature</i>)		DATE RECEIVED:
FOR CERTIFIED MAIL - RECEIPT NO:		

APHIS FORM 7060
Previous editions may be used
3222 Greenberg Rev. 07/06/1999

FIGURE B-1-1 Example of APHIS Form 7060, Official Warning, Violation of Federal Regulations (blank)

Purpose of APHIS Form 7060

APHIS Form 7060, Official Warning, Violation of Federal Regulations, is issued by USDA-APHIS-PPQ Officers-in-Charge when the violation **does not** warrant further action and **only** after consultation with local or regional Investigative and Enforcement Services (IES) officials. USDA-APHIS-PPQ Officers-in-Charge use APHIS Form 7060 to do the following:

- ◆ Inform the exporter or agent of the violation
- ◆ Advise the exporter or agent of the correct procedure to follow for making changes to a Federal plant export certificate
- ◆ Inform the exporter or agent of the consequences for failing to follow procedures

APHIS Form 7060 may be used instead of pursuing an investigation for the following prohibited practices that could result in a foreign government rejecting a Federal plant export certificate and therefore rejecting the shipment. These prohibited practices should **not** warrant a criminal investigation, and unless an attempt to defraud is apparent, these first-time violations would warrant issuance of APHIS Form 7060.

- ◆ Addition of a letter of credit or other commercial reference
- ◆ Corrections to the number (generally **only** decreases) and description of packages, or distinguishing marks
- ◆ Correction to or deletion of botanical names of plants
- ◆ Correction to the means of conveyance
- ◆ Correction to the name of the exporter or consignee
- ◆ Decrease in the quantity declared

If the exporter is apparently seeking certification of a shipment that has **not** been inspected, then APHIS Form 7060 **cannot** be used.

Instructions to Complete APHIS Form 7060

See [Table B-1-1 on page B-1-4](#) for instructions on how to complete APHIS Form 7060.



If APHIS Form 7060 is issued, then **no** further action may be taken by IES on the incident.

TABLE B-1-1 Instructions to Complete APHIS Form 7060, Official Warning, Violation of Federal Regulations

If the block is:	Then follow these instructions to complete APHIS Form 7060:
Case No.	Leave blank; for IES use
Violator	List the name of the violator and/or company
Address	List the violator's street address, city, state, and zip code
Description of Violation	<p>◆ In the pre-printed statement, fill in the date of the violation</p> <p>◆ Briefly describe the certification violation</p> <p>EXAMPLE Unauthorized change made to a Federal phytosanitary certificate that is in violation of 7CFR Part 353 and may be prosecuted under Plant Protection Act (7USC 7701) and other applicable laws.</p>
APHIS Official	Enter the name and title of the USDA-APHIS-PPQ official that will sign the APHIS Form 7060
Office Address	Enter the USDA-APHIS-PPQ official's office address and phone number
Signature	USDA-APHIS-PPQ official signs
Date Issued	List the date the APHIS Form 7060 was signed
For Personal Service - Received By	List the name and signature of the violator's receiving official (violator entry)
Date Received	List the date APHIS Form 7060 is received by the violator (violator entry)
For Certified Mail - Receipt No.	List the certified mail receipt number for APHIS Form 7060

Distribution of APHIS Form 7060

Before issuing the completed APHIS Form 7060 to the violator, make two copies of the form. Send via FAX or mail, one copy to the local or regional IES official¹ and one copy to IES headquarters at the following address:

USDA-APHIS-IES
ATTENTION: Alan Christian, Director
4700 River Road, Unit 85
Riverdale, Maryland 20737
FAX: 301-734-4328
Phone: 301-734-8684

¹ For local and regional IES contacts, see web site address: <<http://www.aphis.usda.gov/ies/contacts.html>>

PPQ Form 519, Compliance Agreement

<small>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PROGRAMS</small> COMPLIANCE AGREEMENT		
1. NAME AND MAILING ADDRESS OF PERSON OR FIRM Continental Cotton Warehouse P.O. Box 1330 Memphis, TN	2. LOCATION 3440 Fountain Blvd. Memphis, TN (615) 555-3434	
3. REGULATED ARTICLE(S) Cotton Bales		
4. APPLICABLE FEDERAL OR STATE COOPERATIVE DOMESTIC QUARANTINE(S) OR REGULATIONS 7 CFR 353	5. WILL RECEIVE FOREIGN SHIPMENTS <div style="display: flex; justify-content: space-between;"> YES NO </div> <small>Branch offices to receive foreign shipments are indicated by asterisk on attachment</small>	
6. I/we agree to the following: <p>That in authorizing and participating in the treatment of uniform universal density compressed baled cotton as a basis for the certification of regulated articles, no liability shall be attached either to the United States Department of Agriculture, to cooperating agencies, or to any of their employees in the event of injury to the property or the regulated articles; to handle, process, and move regulated articles in accordance with the provisions of applicable plant and pest quarantines; to use all permits and certificates in accordance with instructions; to maintain and offer for inspection such records as may be required; to carry out all additional conditions, treatments, procedures, precautions, and sanitary measures which may be required by the Plant Protection and Quarantine (PPQ) Officer in the following stipulations:</p> <p>A. To only export COTTON requiring phytosanitary certification in bales compressed to universal density.</p> <p>B. To visually inspect each shipment to ascertain that the bales are free from living insects, cottonseed, soil, or other contaminants.</p> <p>C. To load only clearly marked bales that have been kept segregated from uncompressed cotton into clean containers.</p> <p>D. To maintain files of shipping documents showing the number of bales, marks, and the signature of the manager or their or their authorized agent. Such files will be available for inspection upon request by federal or state plant regulatory officials.</p> <p>E. To contact PPQ prior to an expected shipping date by using a PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export, for each shipment.</p> <p>F. Compliance agreements are non-transferable. If the individual leaves his/her present employer or company, he/she must notify the local USDA office promptly. With the signature below, the person undertakes the responsibility for compliance for all consitions in the Compliance Agreement for all persons he/she directly supervises who may be involved with the regulated articles.</p> <p>G. (List other conditions as required).</p>		
7. SIGNATURE 	8. TITLE Manager	9. DATE SIGNED December 4, 2001
<p>The affixing of the signatures below will validate this agreement which shall remain in effect until cancelled, but may be revised as necessary or revoked for noncompliance.</p>		10. AGREEMENT NO. 11. DATE OF AGREEMENT
12. PPQ OFFICIAL (Name and Title) Robert Willis, Officer-In-Charge	13. ADDRESS USDA, APHIS, PPQ 3240 Lee Highway Brentwood, TN 38000	
14. SIGNATURE 	15. STATE AGENCY OFFICIAL (Name and Title) William J. Jones, Director	
16. SIGNATURE 	17. ADDRESS Tennessee Department of Agriculture Plant Industries Division 440 Garfield Place Nashville, TN 31000	
<small>PPQ FORM 519 AUG. 1977</small>		
<small>REPLACES PPQ 274, 519, 580, AND AQI 83, WHICH ARE OBSOLETE</small>		
<small>* SUPERCEDES PREVIOUS AGREEMENTS</small>		

FIGURE B-1-2: Example of PPQ Form 519, Compliance Agreement

Purpose of PPQ Form 519

PPQ Form 519, Compliance Agreement, is used to formalize agreements and to provide signed, written agreement of methods, conditions, and procedures necessary for compliance with regulations. PPQ Form 519 has a variety of uses in both domestic and foreign quarantine programs. PPQ Form 519 is also used to submit as evidence for violation cases.


Instructions to Complete PPQ Form 519

Review compliance agreements at least annually, but preferably twice a year. Amend compliance agreements as appropriate.

Any oral cancellation of a compliance agreement **must** be confirmed in writing as soon as possible. The establishment has 10 days to appeal the cancellation. Appeals **must** be made to USDA-APHIS-PPQ Deputy Administrator.

Complete PPQ Form 519 as instructed in [Table B-1-1](#). See also [Compliance Agreements for Compressed, Baled Cotton](#) on page 3-2-1.

TABLE B-1-1: Instructions to Complete PPQ Form 519, Compliance Agreement

Block	Instructions
1. NAME AND MAILING ADDRESS	List the name and mailing address of the person or establishment with whom the agreement is being made
2. LOCATION	List the location of the specific property(ies) for which the agreement is signed
3. REGULATED ARTICLE(S)	List the specific regulated articles to which the agreement applies, such as "Cotton Bales"
4. APPLICABLE FEDERAL OR STATE COOPERATIVE DOMESTIC QUARANTINE(S) OR REGULATIONS	List the legislative titles, parts, and subparts for the regulated articles, such as "7CFR 353"
5. WILL RECEIVE FOREIGN SHIPMENTS	Circle Yes or No based on the warehouse
6. I/WE AGREE TO THE FOLLOWING	<ol style="list-style-type: none"> 1. Outline the stipulations which apply to the establishment for each XX or regulation affecting the establishment 2. Make clear to the establishment that stipulations in the compliance agreement do not preclude compliance with other sections of a quarantine or regulation 3. If there is not enough space to list the stipulations, then write "See attached sheets" (attach the sheets to the original PPQ Form 519 and all its copies)
7. SIGNATURE	Have the responsible official of the establishment sign
8. TITLE	List the responsible official's title
9. DATE SIGNED	List the date the establishment official signed the agreement
10. AGREEMENT NO.	Assign a compliance agreement number
11. DATE OF AGREEMENT	List the date of the agreement
12. PPQ OFFICIAL (NAME AND TITLE)	List the name and title of the USDA-APHIS-PPQ official executing this agreement
13. ADDRESS	List the USDA-APHIS-PPQ address
14. SIGNATURE	USDA-APHIS-PPQ Officer-in-Charge signs (at a minimum)
15-17	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Important</p> <p>Complete Blocks 15-17 only when the State is involved in cooperating with enforcing Federal quarantines.</p> </div> </div>
15. STATE AGENCY OFFICIAL	List the name and title of the State official
16. ADDRESS	List the State agency's name and address
17. SIGNATURE	Have the State official sign

Distribution of PPQ Form 519

Distribute PPQ Form 519 as follows in [Table B-1-2](#):

TABLE B-1-2: Distribution of PPQ Form 519, Compliance Agreement

If the compliance agreement:	Then:
Affects one work unit	<ol style="list-style-type: none">1. GIVE the original to the establishment2. KEEP a copy for PPQ files in the area where the establishment is located
Affects more than one work unit	<ol style="list-style-type: none">1. GIVE the original to the establishment2. GIVE copies to all work units affected by the agreement3. KEEP a copy for PPQ files in the area where the establishment is located

PPQ Form 553, Conifer Solid Wood Packing Material to the People's Republic of China

<small>WARNING: No changes, corrections, alterations, nor additions are permitted to this Form. Failure to comply is a violation of 7 CFR Part 353 and/or other applicable regulations or laws, is subject to civil and criminal penalties under 7 U.S.C. s 7734, and may be prosecuted under 18 U.S.C. s 1001 and/or other applicable laws.</small>		<small>OMB No. 0579-0147</small>
	U.S. DEPARTMENT OF AGRICULTURE Animal and Plant Health Inspection Service Plant Protection and Quarantine	Conifer Solid Wood Packing Material to the People's Republic of China
CERTIFICATE OF HEAT TREATMENT		
TO: State Administration for Entry-Exit Inspection and Quarantine (SAIQ) of the People's Republic of China		
<i>This is to certify that the conifer packing material in this shipment has been heat treated through a treatment process that increased the minimum core wood temperature to 56 degrees Celsius for 30 minutes.</i>		
SHIPMENT INFORMATION		
1. Name and Address of Exporter: 	2. Name and Address of Consignee: 	
3. Signature of Exporter		
<small>By signing block 3, the exporter acknowledges any intentional false statement in this Certificate of Heat Treatment or misrepresentation relative to this heat treatment certificate is a violation of law, subject to civil penalties of up to \$250,000 (7 U.S.C. s 7734(b)), punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both. (18 U.S.C. s1001)</small>		
SHIPMENT IDENTIFICATION		
4. Description of Consignment: 		
ENDORSEMENT OF CERTIFICATION (Official Use Only)		
<div style="text-align: center; padding: 20px;"> (Official Stamp) </div>	5. Date of Issue 	
	6. Issuing Office (City and State) 	
	7. Other Information 	
8. Signature of Endorsing Official		
<small>No financial liability shall attach to the United States Department of Agriculture or to any officer or representative of the service with respect to this certificate.</small>		
<small>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average .017 minutes/hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</small>		
PPQ FORM 553 (DEC 2003)		

FIGURE B-1-3: Example of PPQ Form 553, Certificate of Heat Treatment (blank)

Purpose of PPQ Form 553

PPQ Form 553 is an official document used to certify the heat treatment of coniferous solid wood packing material associated with plants or unprocessed or unmanufactured products for export to the People's Republic of China.

The purpose of PPQ Form 553 is to endorse the exporter's statement that the coniferous packing materials have been heat treated in the United States or in Canada by being subjected to a minimum core temperature of 56 degrees Celsius for 30 minutes.

Hong Kong addresses are acceptable if the U.S. exporter indicates that the materials exported to Hong Kong will be reshipped to other regions of China by the Hong Kong consignee.

Exporter Instructions to Partially Complete PPQ Form 553

The exporter is responsible for completing those parts of PPQ Form 553 that cover shipment information and shipment identification.

PPQ Form 553 is available for public use from the USDA-APHIS-PPQ web site address:



<http://www.aphis.usda.gov/oa/chinaswp/ppq553.pdf>².

ACOs endorse a partially completed original and one (1) copy of PPQ Form 553 presented by an exporter, shipper, or broker. See [Table 2-5-1 on page 2-5-13](#) under *Procedures, Export Certificates*, for specific instructions on how ACOs endorse a partially completed PPQ Form 553.

Use [Table B-1-3 on page B-1-11](#) (or the reverse side of the form) for specific instructions, techniques, and examples about how to partially complete PPQ Form 553.

² The word spacing on this official document may vary depending on the printer used to download this document; therefore, the exporter may need to adjust the printer margins to 0.5 inches for consistent results.

TABLE B-1-3: Exporter Instructions to Partially Complete PPQ Form 553, Certificate of Heat Treatment

Block:	Then follow these instructions to partially complete PPQ Form 553:
WARNING This warning alerts all parties that any alternation, forgery, or unauthorized use of the Federal plant export certificate is subject to civil penalties or punishable by a fine or imprisonment.	
SHIPMENT INFORMATION	
1. Name and Address of Exporter	◆ ENTER the complete name and mailing address of the exporter (street or P.O. Box, city, State) ◆ SPELL OUT names of cities and States (preferred) <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> Important Exporter's address must be in the United States or a U.S. territory or commonwealth, which includes American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. </div> </div>
2. Name and Address of Consignee	ENTER the complete name and physical address of the ultimate consignee in the People's Republic of China <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> Important Consignee's address must be in the People's Republic of China. Hong Kong addresses are acceptable if the materials exported to Hong Kong will be reshipped to other regions of China by the Hong Kong consignee. </div> </div>
3. Signature of Exporter	SIGN your name as the exporter; your signature attests to the accuracy of the heat treatment and certifies that the treatment was performed and documented
SHIPMENT IDENTIFICATION	
4. Description of Consignment	◆ ENTER a complete description of the shipment including quantity, weight, goods, and packaging ◆ The description should include the number of coniferous solid wood packing materials in the shipment (see examples below) <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">EXAMPLE</div> <div> 52 conifer pallets with 240 cardboard cartons of automobile spare parts or 2 conifer crates containing turbine assemblies. </div> </div>
ENDORSEMENT OF CERTIFICATION	
5 through 8	LEAVE BLANK; endorsed by ACO

Distribution of PPQ Form 553

Present a partially completed original of PPQ Form 553 to the nearest ACO for endorsement. To avoid potential delays, exporters are encouraged to have their certificates of heat treatment endorsed by an ACO as close to the initial point of shipment as possible and they should **not** wait for endorsement at the final port of export. After endorsing the certificate, the ACO will return the endorsed PPQ Form 553 and one copy to the exporter.

See local USDA-APHIS-PPQ offices at web site address:

<<http://www.aphis.usda.gov/travel/aqi.html>>

See local USDA-APHIS-PPQ cooperator offices at web site address:

<<http://www.aphis.usda.gov/npb/npbmemb.html>>

Maintenance of PPQ Form 553

Exporters are responsible for keeping documentation of heat treatment for 1 year after date of issuance and upon request **must** have the documentation available for official review.

PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export

FORM APPROVED OMB NO. 0579-0052		Required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		INSTRUCTIONS: APPLICANT - Forward original to the Officer in Charge where inspections, treatment, and certification will be given (Item 4). Complete items 1 thru 11. OFFICER - Complete items 12 thru 17.	
APPLICATION FOR INSPECTION AND CERTIFICATION OF PLANTS AND PLANT PRODUCTS FOR EXPORT			
1. NAME AND ADDRESS OF EXPORTER		3. NAME AND ADDRESS OF APPLICANT (or exporter's agent)	
		AREA CODE AND PHONE NO.	
2. NAME AND ADDRESS OF FOREIGN CONSIGNEE		4. PLACE WHERE ARTICLES WILL BE MADE AVAILABLE FOR INSPECTION AND/OR TREATMENT AND CERTIFICATION (Port and location)	
		5. APPROX. DATE OF DEPARTURE	6. PORT OF EXPORT
7. DESCRIPTION OF ARTICLES TO BE CERTIFIED			
a.	QUANTITY AND NAME OF PRODUCE AND BOTANICAL NAME		
b.	NUMBER AND DESCRIPTION OF PACKAGES		
c.	DISTINGUISHING MARKS		
d.	CERTIFIED ORIGIN		
8. DECLARED MEANS OF CONVEYANCE		I certify that the origin (place where grown) of the articles listed is as represented.	
9. DECLARED POINT OF ENTRY		10. SIGNATURE (applicant or exporter's agent)	11. DATE
EXPORT INSPECTION DATA - (To be filled in by Plant Protection and Quarantine Officer)			
12. LOCATION OF ARTICLES		13. % OF MATERIALS EXAMINED	14. % OF MATERIALS INFESTED
15. FINDINGS AND/OR TREATMENT GIVEN (Use reverse if necessary)			
16. SIGNATURE			17. DATE AND TIME INSPECTED

PPQ FORM 572 (DFC: 99)

(The FEB 81 edition may be used.)

FIGURE B-1-4: Example of PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export

Purpose of PPQ Form 572

PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export, is an exporter's application for services, and is utilized by Authorized Certification Officials as a worksheet to prepare Federal plant export certificates and to record inspection results. Although this form is required by regulation and is the preferred method to request phytosanitary export certification, in practice alternative methods are used to obtain the necessary information for inspection and certification.

Exporter Instructions to Complete PPQ Form 572

PPQ Form 572³ is available for public use from the following web site address:

[<http://www.aphis.usda.gov/library/forms>](http://www.aphis.usda.gov/library/forms)

PPQ Form 572 is recommended for those exporters who infrequently export plants or plant products, or who **must** send plants or plant products to USDA-APHIS-PPQ offices for inspection. Exporters who partially complete PPQ Forms 577 and PPQ Forms 579 to apply for inspection may **not** be required to submit an application using PPQ Form 572.

ACO Instructions to Complete PPQ Form 572

ACOs record the results of inspection in the section titled Export Inspection Data. Inspection results may include discrepancies found in the description of articles to be certified (i.e., quantity, name, number, description of packages, distinguishing marks, or certified origin). See [Table B-1-4](#) for instructions to complete the Export Inspection Data of PPQ Form 572.



ACOs are responsible for holding in strict confidence the information on PPQ Form 572.

³ This application may be available online at locations piloting the Phytosanitary Certificate Issuance Tracking System (PCIT); contact the PCIT Coordinator of USDA-APHIS-PPQ Export Services for further information.

TABLE B-1-4: Instructions to Complete PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export

If the block is:	Then follow these instructions to complete PPQ Form 572:
1-11	<ol style="list-style-type: none"> 1. Exporter, shipper, or broker completes <i>Blocks 1-11</i> 2. ACOs check these blocks for legibility, accuracy, and completeness in order to complete a Federal plant export certificate
Export Inspection Data (to be completed by ACOs)	
12. LOCATION OF ARTICLES	LIST the place where you inspected the plants or plant products
13. % OF MATERIALS EXAMINED	LIST the percentage (how much) of plants or plant products that were inspected
14. % OF MATERIALS INFESTED	LIST the percentage of plants or plant products that were infested or infected
15. FINDINGS AND/OR TREATMENT GIVEN (use reverse side of form if necessary)	<p>LIST all findings and/or treatments given as a result of your inspection, which may include the following:</p> <ol style="list-style-type: none"> 1. Pest or disease if infested or infected 2. Details of the treatment if treated 3. Exporter actions to meet the phytosanitary import requirements (e.g., repackaging, reconditioning, or debarking) 4. Unique or unusual situation about the shipment such as additional declarations to be entered on the Federal plant export certificate 5. Supporting documents provided by the exporter such as import permit copy, acceptable inspection certificate, State phytosanitary certificate, treatment information 6. Intended use of commodity if needed to determine the phytosanitary requirements of the importing country (e.g., wheat grain or wheat seeds)
16. SIGNATURE	SIGN your name (ACO)
17. DATE AND TIME INSPECTED	ENTER the date and time the plants or plant products were inspected

Distribution of PPQ Form 572

Once the Federal plant export certificate is issued, then attach PPQ Form 572, with inspection results, to the Issuing Office Copy.

There is **no** other distribution of PPQ Form 572 as this form **only** serves as the application for certification and a worksheet for ACOs. PPQ Form 580, ACO Identification Card.

PPQ Form 580, ACO Identification Card

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE WASHINGTON, DC 20260 ACO IDENTIFICATION CARD		
AUTHORIZED CERTIFICATION OFFICIAL (ACO) (Signature)	ACO ID NO.	
NAME (typed or printed)	DATE ISSUED	DATE EXPIRED
<p>The above-named person has been designated as an Authorized Certification Official (ACO) by Plant Protection and Quarantine (PPQ), Animal and Plant Health Inspection Service (APHIS), U.S. Department of Agriculture, to serve without additional compensation and is hereby authorized to perform phytosanitary export certification of plants and plant products and to issue APHIS, PPQ plant export certificates in accordance with APHIS policies, directives, and regulations.</p>		
Export Certification Specialist (ECS)		

PPQ FORM 580 (NOV 2002)

FIGURE B-1-5: Example of PPQ Form 580, ACO Identification Card

Purpose of PPQ Form 580

PPQ Form 580, ACO Identification Card, is used to provide Authorized Certification Officials (ACOs) with an official document of authorization that they can carry with them while certifying plants and plant products offered for export.

PPQ Form 580 is issued to State cooperators and PPQ officers who meet the educational and work experience requirements for an agent or for an inspector and who successfully pass Export Certification Training, making them eligible to be designated as ACOs in the USDA-APHIS-PPQ phytosanitary export certification program. The requirements for agents (state cooperators) and for inspectors (PPQ officers) are in accordance with 7CFR 353.6 and the North American Plant Protection Organization Standard for the Accreditation for Individuals to Sign Federal Phytosanitary Certificates (RSPM #8).

PPQ Form 580 is valid for 3 years.



PPQ regional offices will maintain a supply of ACO Identification Cards. PPQ Form 580 should **not** be issued to ACOs until the ACO database is operational. If ECSs issue PPQ Form 580s to ACOs with their current identification numbers before the ACO database is operational, then the cards will have to be reissued when new identification numbers are assigned.

Instructions to Complete PPQ Form 580

Export Services grants accreditation once the work experience, educational, and training requirements are met. The ACOs date of authorization is entered in the ACO database. Once accreditation is granted, the ECS completes PPQ Form 580 for ACOs under their jurisdiction. See [Table B-1-5](#) for instructions to complete PPQ Form 580.

TABLE B-1-5: Instructions to Complete PPQ Form 580, ACO Identification Card

If the block is:	Then follow these instructions to complete PPQ Form 580:
AUTHORIZED CERTIFICATION OFFICIAL (ACO) (Signature)	Leave blank and direct the ACO to sign the card upon receipt because the card is not official until signed
ACO ID NO.	Enter the identification number generated by the ACO database
NAME (<i>typed or printed</i>)	Type or print the ACO's name
DATE ISSUED	Enter the date
DATE EXPIRED	Enter the date the ACO's accreditation will expire (3 years from the date of accreditation)
Export Certification Specialist (ECS)	Sign your name (ECS)
ACO CONTACT INFORMATION (Reverse side)	1. Cross out "ACO" and replace with "ECS" (printing error) 2. Fill out your contact information using pencil (allowing for changes within the 3 years)

Distribution of PPQ Form 580

ECSs may mail or personally give the ACO ID Card to each individual, reminding the ACOs that the card is **not** official until the ACOs apply their signature to the card.

Maintenance of PPQ Form 580

Each ACO is responsible for keeping their ID Card for 3 years. Prior to the expiration date, ACOs or their supervisors should contact their ECS to schedule reaccreditation training.

All ACOs **must** successfully pass reaccreditation training and a renewal exam in order to maintain their accreditation. Once completed, they will be issued a new ACO ID card with an updated expiration date.

